

# Quarterly Workforce Planning Professionals Meeting



California Department  
of Human Resources



October 9, 2014



**Facilitators:**  
**Stacie Calderon, Manager**  
**Erica Salinas, Analyst**  
**Danielle Metzinger, Analyst**

**CalHR's Statewide Workforce  
Planning and Recruitment Unit**



# AGENDA

- Introductions
- Announcements
- CalHR Perspective
- Departments Perspective
- Open Discussion
- Wrap-Up



# ANNOUNCEMENTS

- CalHR's goals and strategies for the fiscal year
- Services provided by Statewide Workforce Planning and Recruitment Unit
- Updates on class consolidation and class specification revision
- [Upcoming recruitment events](#)



# TIMELINE FOR WORKFORCE PLAN

1. Set the strategic direction
2. Gather and analyze workforce data
3. Develop the workforce plan
4. Implement strategies
5. Evaluate the plan



# STARTING UP WORKFORCE PLANNING EFFORTS

- Executive support
- Assemble a Steering Committee
- Create a project plan
- Contact our unit for assistance



# NEEDS ASSESSMENTS

- Competency gap analysis
- Manager's role
- Employee's role



# ACHIEVING BUY-IN

- Show how workforce planning aligns to the department's:
  - Missions and goals
  - Business needs
  - Division/program area needs
- Share data analysis to justify the need for workforce planning



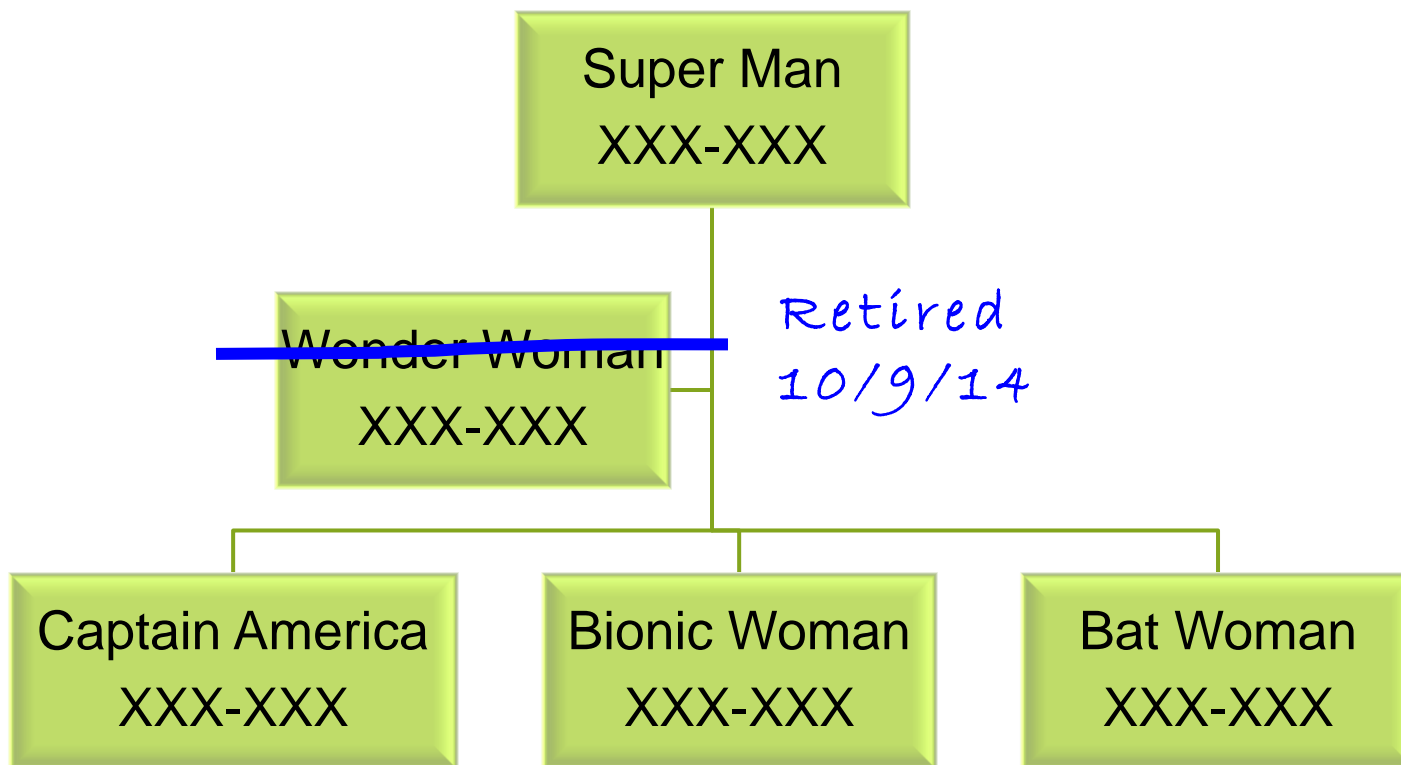


# METRICS AND DATA ANALYSIS

- Data analytics
- MIRS Report
- Transfers

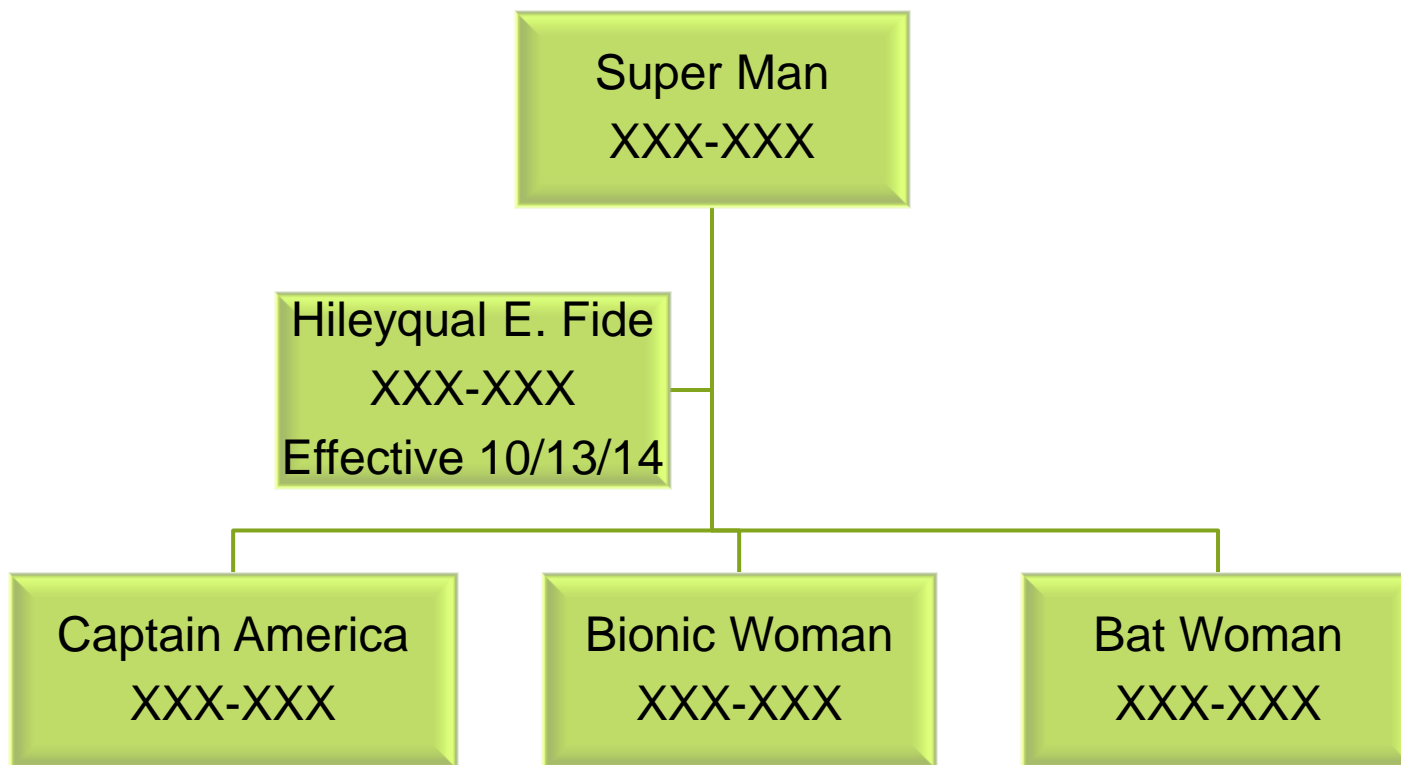


# ORGANIZATIONAL CHARTS

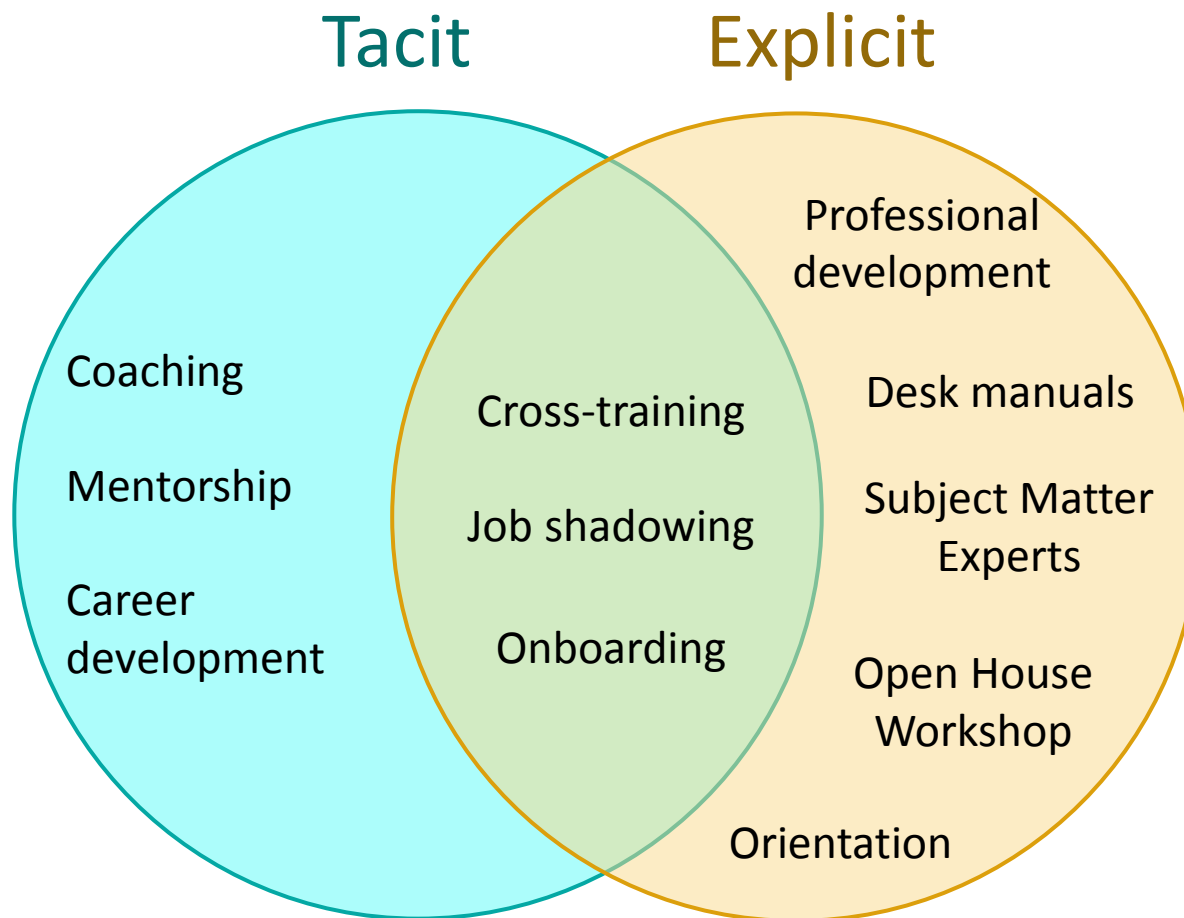




# ORGANIZATIONAL CHARTS



# KNOWLEDGE TRANSFER



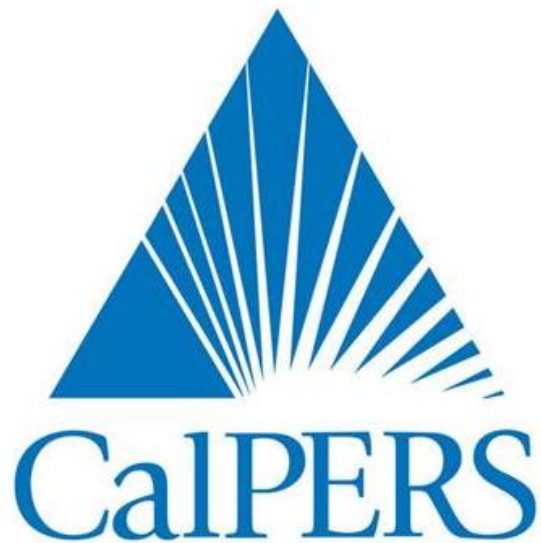


# ONBOARDING AT CALTECH





# INFORMAL MENTORSHIP AT CALPERS





# KNOWLEDGE TRANSFER AT CALTRANS





# BENEFITS OF KNOWLEDGE TRANSFER

- Decreases stress
- Mutually beneficial: gain from knowledge sharing
- All of our ultimate goal is the same! –  
Support my department's missions and goals

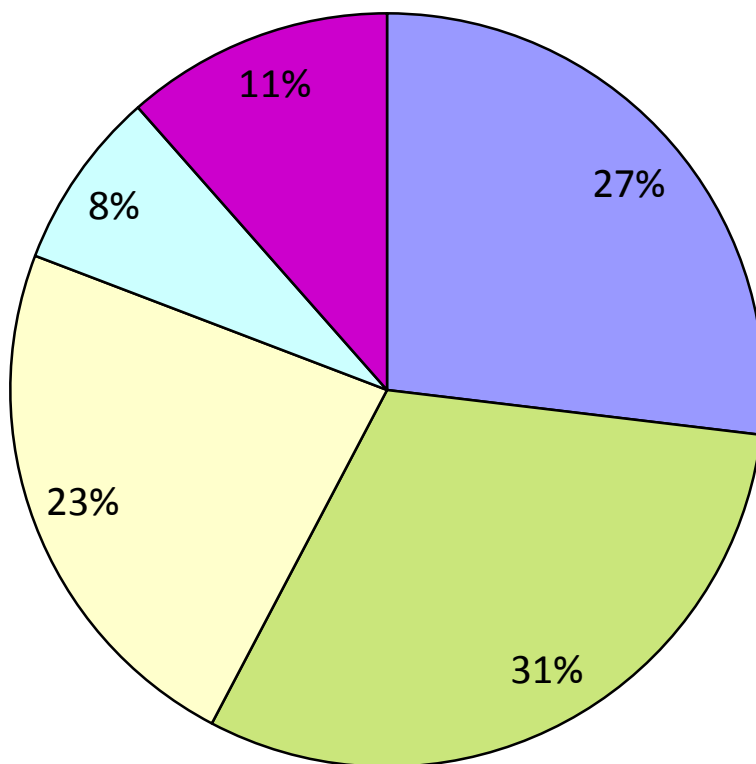




# WORKFORCE PLANNING SURVEY RESULTS

- Build workforce planning profile
- Usefulness of tools and resources
- Identify opportunities for development

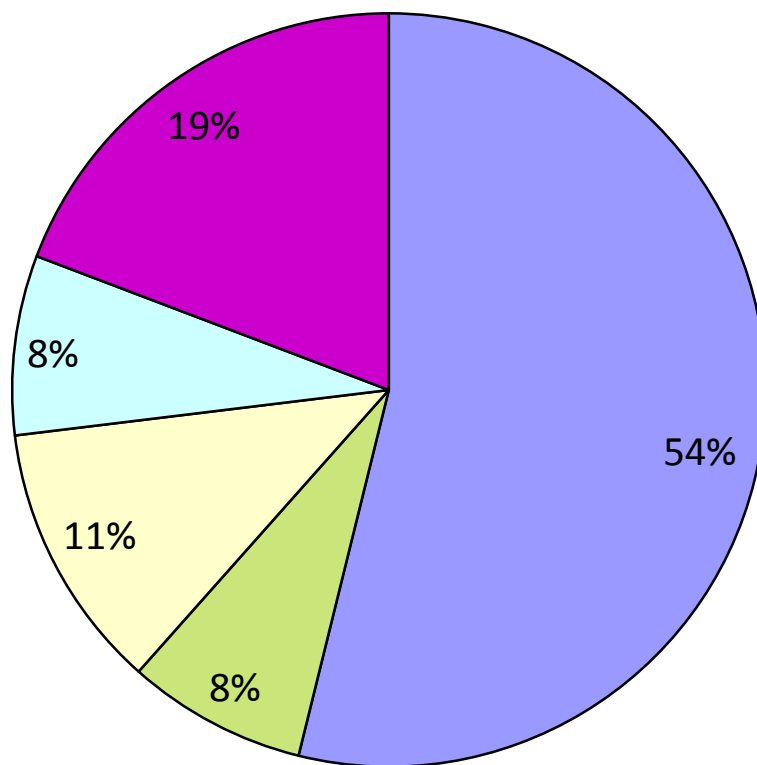
# PHASE



- Workforce plan has not been established
- Workforce plan is in beginning development
- Workforce plan is moderately developed
- Workforce plan is complete
- Workforce plan has been implemented



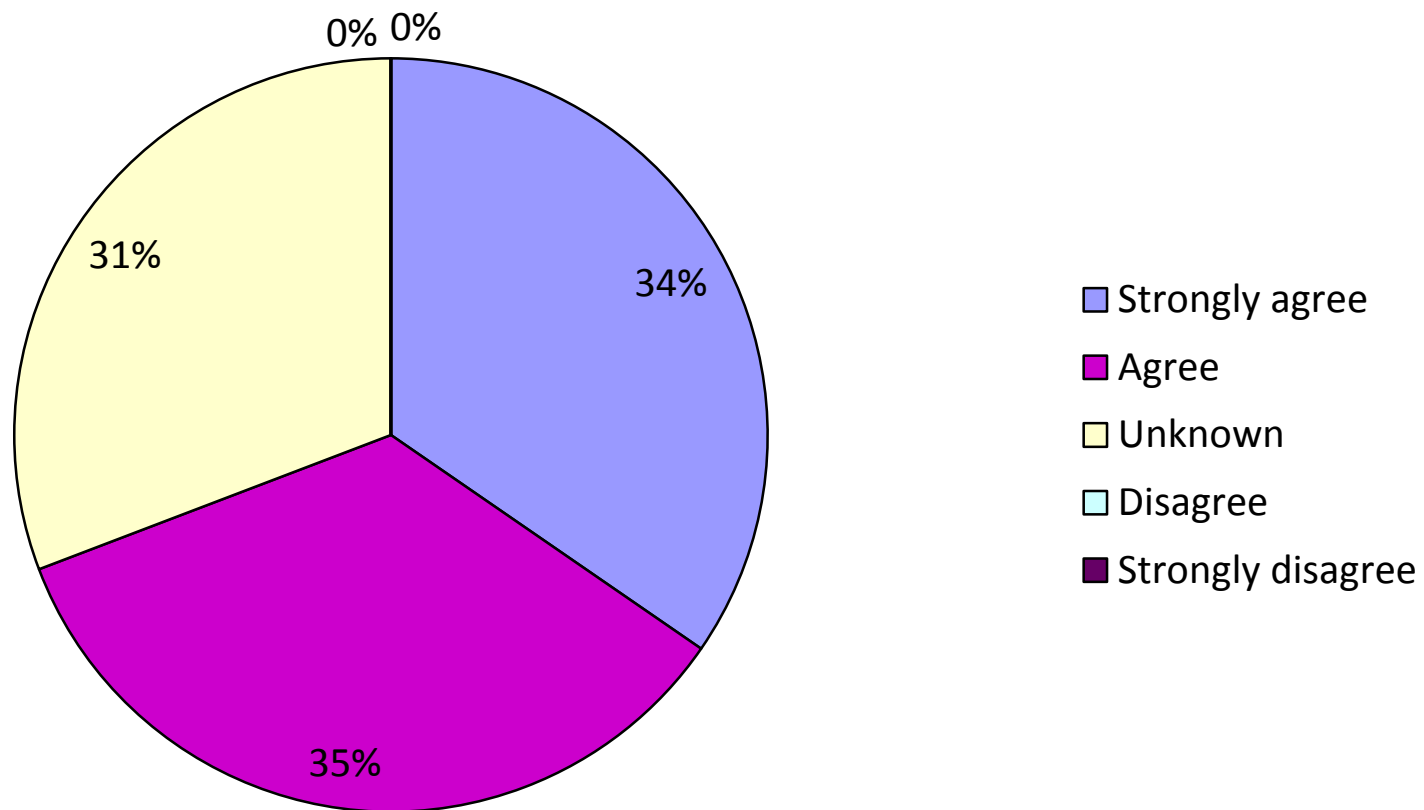
# STRATEGIC PLAN



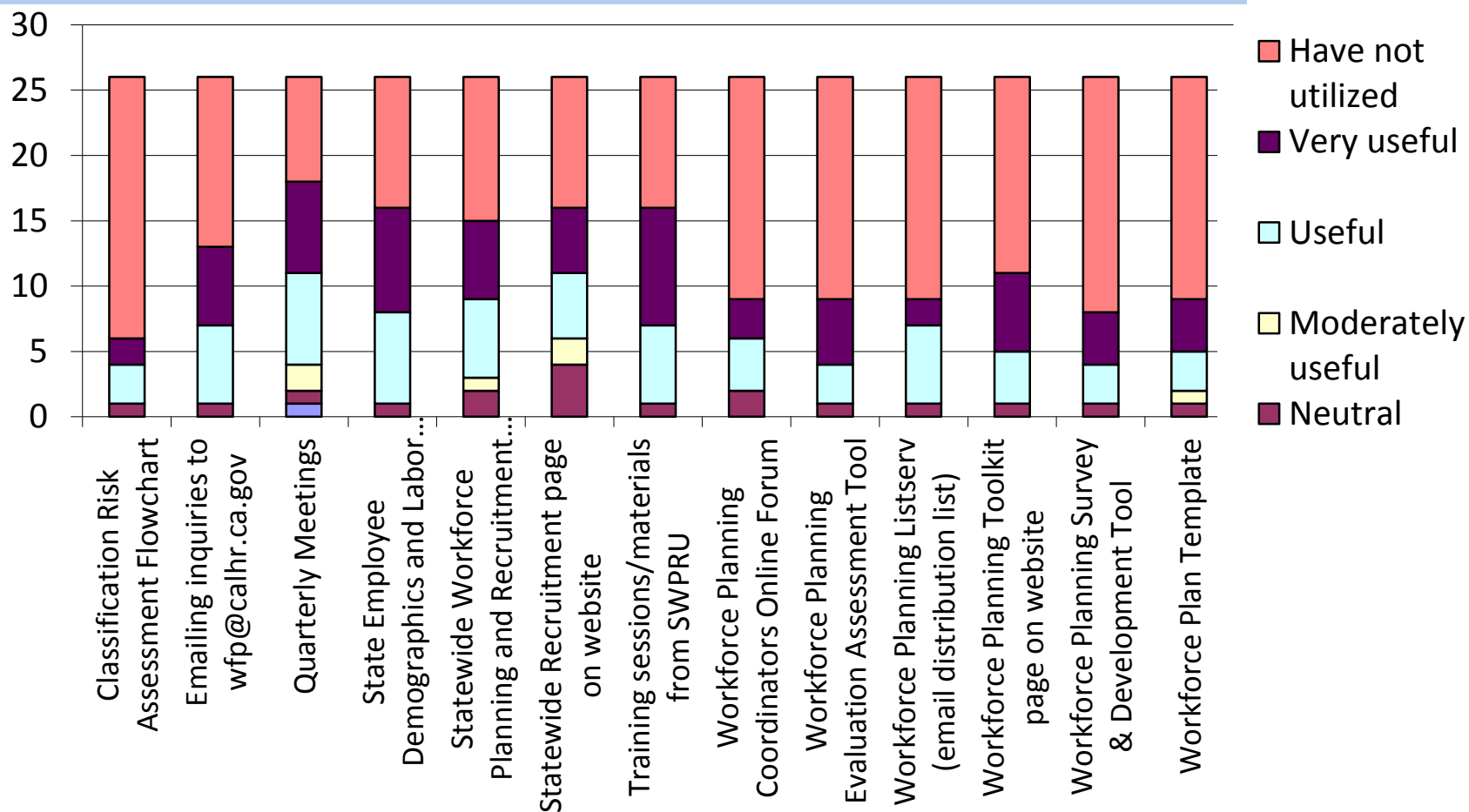
- Current
- 1 year old
- 2 years old
- 3 years old
- 4 or more years old



# EXECUTIVE SUPPORT

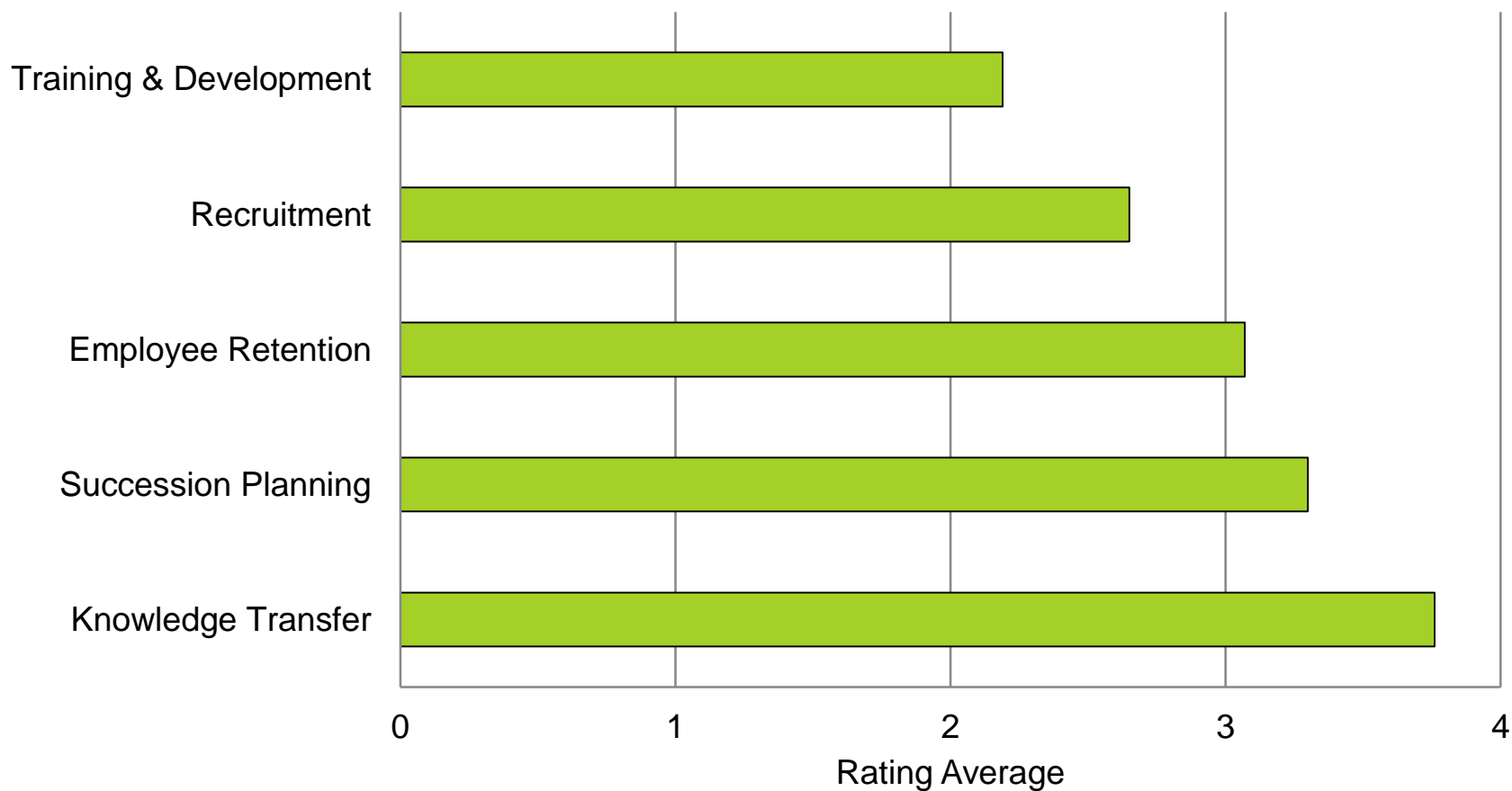


# TOOLS AND RESOURCES



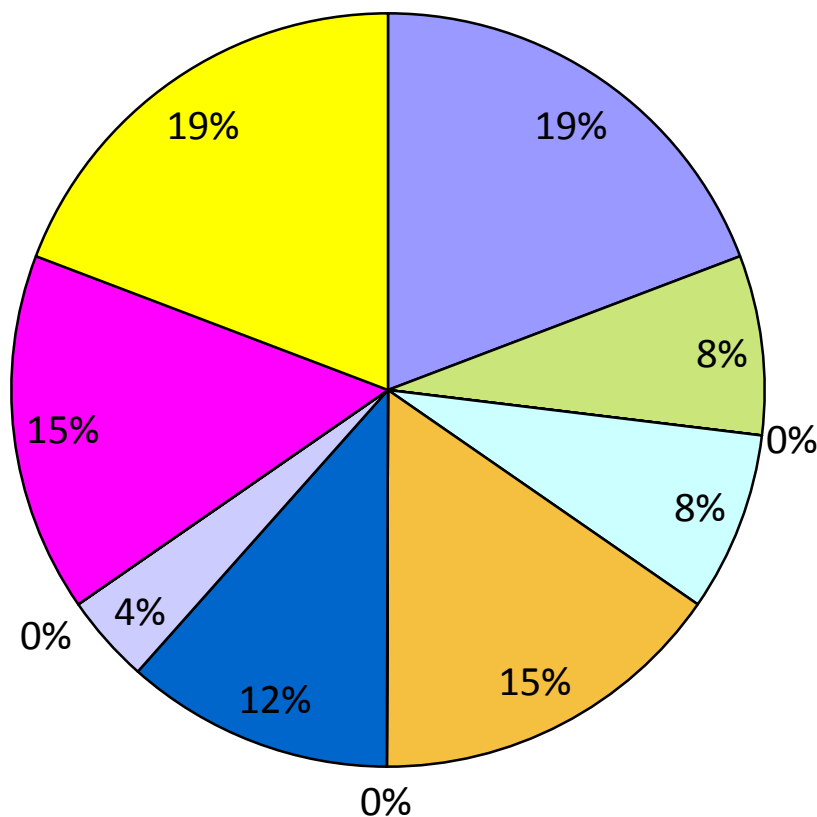


# RANK BY IMPORTANCE





# GREATEST CHALLENGE



- Lack of financial resources for workforce and succession planning initiatives
- Lack of executive/high-level support
- Lack of interest or participation by employees
- Lack of strategic plan
- Recruitment difficulties
- Employee retention difficulties
- Loss of qualified staff due to retirements
- High employee turnover
- Resistance to change or lack of change leadership
- Lack of training/education about workforce planning
- Lack of relevant data and/or systems to track data



# FILL OUT SURVEY

- Fill out the [Workforce Planning Survey](#) today





# CONTACT INFORMATION

- Contact for workforce planning:
  - Email: **wfp@calhr.ca.gov**
  - Phone: **(916) 322-0742**
- Contact for recruitment:
  - Email: **state.recruit@calhr.ca.gov**
  - Phone: **(916) 324-9379**